

- (2) **HEADS OF CAREER SERVICES.** The Head of each Career Service is responsible for:
- (a) Ensuring that the principle of competitive evaluation is followed in his Career Service;
  - (b) Recommending promotions to the Director of Personnel in accordance with the provisions of this paragraph; and
  - (c) Determining competitive areas within his Career Service.
- (3) **DIRECTOR OF PERSONNEL.** The Director of Personnel is responsible for:
- (a) Ensuring compliance with this paragraph by continuous evaluation of the Agency's promotion program; and
  - (b) Reviewing all promotion requests and approving promotion actions which conform to the provisions of this paragraph.

**22. MILITARY DEFERMENT.** The Agency will recommend deferment from active military service of a draft-eligible employee only when the individual has full security clearance and his services are or will be essential to the successful accomplishment of the Agency's mission. No request will be made for the deferment of any consultant or any outside individual or group of individuals engaged in external research or other activities for or on behalf of CIA.

**a. DEFERMENT REQUIREMENTS.** A fully cleared employee who is subject to Selective Service registration may be recommended for deferment when either of the following conditions exists:

- (1) The employee is assigned to a position overseas or being trained for definite later assignment to such a position and scheduled for departure within six months.
- (2) The employee is assigned to headquarters or domestic field operational duties of a scientific or technical nature involving critical skills or knowledge.

**b. RESPONSIBILITIES.** The Director of Personnel will administer the Agency's military deferment program and will effect necessary liaison with the Selective Service System Headquarters and the Department of Defense.

**c. PROCEDURES.** Requests for draft deferment, cancellation of draft deferment, or Selective Service permission to leave the country will be submitted to the Director of Personnel on Form No. 575, Selective Service Action Request. This form is available from the Office of Personnel.

## MANAGEMENT OF SUPERGRADE PERSONNEL POLICY

- (1) The Director of Central Intelligence will determine the number of Agency personnel who may hold supergrade rank.
- (2) An employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed.

### b. RESPONSIBILITIES

- (1) The Director of Personnel is responsible for advising the Deputy Director of Central Intelligence with respect to the number, level, and distribution

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of supergrade positions. He is further responsible for coordinating proposed actions affecting supergrades and for making recommendations concerning such actions as appropriate.

- (2) The Deputy Director of Central Intelligence will determine the disposition of any action effecting a change in supergrade positions or in the rank of personnel holding or proposed for supergrade rank.

**c. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS**

- (1) Deputy Directors and other officials reporting directly to the DCI will forward to the Director of Personnel requests for personnel action affecting supergrades.
- (2) The Director of Personnel will notify the Inspector General, the Director of Security, and the Chief, Medical Staff of each personnel action request recommending a change in rank of a person holding or proposed for supergrade rank. Each of these officials and the Director of Personnel will examine their records and institute such additional investigation as they deem appropriate in order to determine the fitness of the individual being considered.
- (3) The Director of Security and Chief, Medical Staff will advise the Director of Personnel when they have completed their studies. Upon receipt of information from the Director of Security and the Chief, Medical Staff, the Director of Personnel will forward the proposed action together with his recommendation to the Deputy Director of Central Intelligence for appropriate action.

**24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL**

- a. **POLICY.** A personnel management and pay administration system is established herein for personnel assigned to selected scientific positions involving (1) the planning, organizing, directing, and coordinating of major scientific programs or (2) the planning and execution of productive research or consultation of a very high order in a specialized branch of a scientific field. Normally such personnel will be specialists in the sciences of mathematics, electronics, chemistry, engineering, or physics.
- b. **DESIGNATION OF POSITIONS.** Each scientific pay schedule position shall be designated on organizational staffing complements by the normal title and occupational code used for comparable General Schedule positions, with the prefix "SPS" (Scientific Pay Schedule) but excluding grade level, e.g., Physicist SPS-1310.04-00.
- c. **PAY RATES.** The pay range for individuals appointed or reassigned to, or promoted in positions under this Scientific Pay Schedule shall be from the minimum rate of GS-16 to the highest rate of GS-18. Step rates are as follows:
 

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
16,000	16,500	17,000	17,500	18,000	18,500	19,000	19,500	20,000
- d. **ESTABLISHMENT OF CEILINGS FOR SCIENTIFIC PERSONNEL.** The Deputy Director of Central Intelligence shall establish ceilings for SPS positions, within the overall Agency ceiling, prescribed in accordance with HR [REDACTED] for the Agency and for each major component to provide limitations on (1) the number of employees who may be paid at SPS rates and (2) the total salary of employees paid at SPS rates. (For example, under a ceiling of twenty employees and \$320,000 total salary, a component would be authorized to employ

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